

# Himachal Pradesh Public Service Commission

Advertisement No. 12/2018

Dated: 8<sup>th</sup> Dec., 2018

Online Recruitment Applications (ORA\*) are invited from desirous and eligible candidates for recruitment to various posts in different departments of Himachal Pradesh Government through 'One Time Registration System' (OTRS) on web link: [www.hppsonline.in/RPS/Home.aspx](http://www.hppsonline.in/RPS/Home.aspx), which shall be available on Commission's website up to 28<sup>th</sup> Dec., 2018 till 11:59 P.M. (IST), thereafter link will be disabled.

**Candidates are also advised to register themselves on new 'One Time Registration System' (O.T.R.S.) for which link is also available on Commission's website: [www.hppsc.hp.gov.in/hppsc](http://www.hppsc.hp.gov.in/hppsc). Instructions for registering in 'One Time Registration System' (O.T.R.S.) is available on Commission's website.**

## **IMPORTANT INSTRUCTIONS:-**

1. Date for determining eligibility of all candidates in respect of essential qualification(s) and experience, if any, etc., shall be the prescribed closing date for submission of application through OTRS portal i.e. 28<sup>th</sup> Dec., 2018.
2. The candidates must read instructions carefully, which are available on website of the Commission before applying for the post(s) concerned.
3. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned against concerned post in the advertisement to avoid rejection at later stage.
4. The benefit of reservation for various post(s) will be admissible only to the candidates, who are bonafide residents of Himachal Pradesh in respect of categories, viz., S.C., S.T., O.B.C., Ex-Servicemen, WFF and Persons with disabilities (Loco motor Disabled / Visually Impaired/ Hearing Impaired) etc.
5. The reserved category candidates belonging to other States will be treated as GENERAL CATEGORY CANDIDATES and the benefit of reservation and fee concession will not be admissible to such candidates.
6. Number of post(s) is/are tentative and may increase or decrease from time to time.
7. No in service (regular service) candidate will be interviewed unless he / she brings NOC from the concerned employer.
8. Examination fees once paid will not be refunded.
9. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

**Detail of post(s) and eligibility conditions are given as under:-**

<b>Item No. (I) A : Department of Health and Family Welfare, H.P.</b>							
Name of the post:- Medical Officer, MBBS Class-I (Gazetted) regular basis	No. of posts: <b>208 posts</b>						
	Sr. No	Category of Post	Ex-Service man	Physically handicapped (OH)	Ward of Freedom Fighter	Total	
	1.	General	99	27	UR(OH):08	02	136
	2.	SC	25	05	-----	01	31
	3.	ST	13	02	ST(OH):01	--	16
	4.	OBC	21	03	-----	01	25
<b>Total</b>		<b>158</b>	<b>37</b>	<b>09</b>	<b>04</b>	<b>208</b>	
Pay Band and Grade Pay= ₹ 15600-39100/-+₹5400/-Grade Pay							
AGE: 45 years and below.							
<b><u>a) Essential Qualification:-</u></b>							
(i) Recognized Medical Qualification included in the First or Second Schedule or Part-II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. The holders of educational qualification included in Part-II of the third schedule should fulfill the conditions stipulated in sub Section (3) of Section 13 of the Indian Medical Council Act, 1956.							
(ii) Completion of compulsory rotating internship.							
<b><u>b) Desirable Qualification:-</u></b>							
(i) Post Graduate Degree or Diploma included in the first or second Schedule or Part-II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. The holders of educational qualification included in Part-II of the third schedule should fulfill the conditions stipulated in sub Section (3) of Section 13 of the Indian Medical Council Act, 1956.							
(ii) A post Graduate qualification from a recognized institution as mentioned in Appendix-A.							
(iii) Knowledge of customs, manners & dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.							
<b>Item No. (I) B: Department of Health Safety &amp; Regulation, H.P.</b>							
Name of the post:- Public Analyst-cum-Chemical Examiner, Class-I (Gazetted) on contract basis.			No. of Posts = <b>01(UR)</b>				
<b><u>a) Essential Qualification(s):-</u></b>							
Should hold Masters degree in Chemistry or Biochemistry or Dairy Chemistry or Food Technology or Microbiology or Food and Nutrition or Medicine or Science or Pharmacy or Pharmaceutical Chemistry from a University established in India by law or is an Associate of the Institution of Chemist (India) through examination in the section of Food Analysis or Drugs and Pharmaceuticals analysis as one of the subjects, conducted by the							

<p>Institution of Chemists or has an equivalent qualification recognized and notified by the Central Government for such purpose and has not less than five years in service experience in the analysis of food or Drugs.</p>	
<p>b) <b><u>Desirable Qualification(s):</u></b>          Knowledge of customs, manners &amp; dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	
<p>Pay Band = ₹ 15600-39100/-+₹6600/-Grade Pay          (Fixed contractual amount ₹22,200/-PM)</p>	
<p>AGE: Between 18 to 45 years.</p>	
<p><b>Item No. (I) C: Department of Health and Family Welfare, H.P.</b></p>	
<p>Name of the post:- Deputy Government Analyst, Class-II (Gazetted) on contract basis at Drug Testing Laboratory Baddi, Distt. Solan, H.P.</p>	<p><b>No. of Posts = 02(UR)</b></p>
<p><b><u>(a) Essential Qualification:-</u></b></p> <p>(i) Should be Graduate in Medicine or Science or Medical Laboratory technology or Pharmacy or Pharmaceutical Chemistry of a University established in India by Law or has an equivalent qualification from a University recognized and notified by the Central Government for such purposes and has after obtaining the said degree not less than eleven years experience in the testing of drugs in a laboratory under the control of (i) a Government Analyst appointed under the Act or (ii) the head of an institutions or testing laboratory approved for the purpose by the Central/Sate Government from time to time.</p> <p style="text-align: center;">Or</p> <p>Should possess a Post Graduate degree in Medicine or Science or Medical Laboratory Technology or Pharmacy or Pharmaceutical Chemistry of a University established in India by the Law or has an equivalent qualification recognized and notified by the Central Government for such purposes or possesses the Associate ship diploma of the Institution of Chemists (India) obtained by passing the said examination with ‘Analysis of Drugs and Pharmaceuticals’ as one of the subject and has after obtaining the said post graduate degree or diploma not less than eight years experience in the testing of drugs in laboratory under the control of (i) a Government Analyst appointed under the Act or (ii) the head of an institutions or testing laboratory approved for the purpose by the Central/Sate Government from time to time.</p>	
<p><b><u>(b) Desirable Qualification:-</u></b></p> <p>Knowledge of customs, manners &amp; dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	
<p>Pay Band = ₹ 10300-34800/-+₹4200/-Grade Pay          (Fixed contractual amount ₹14,500/-PM)</p>	
<p>AGE: 45 years and below.</p>	

<b>Item No. (II) A: Department of Ayurveda, H.P.</b>	
Name of the post:- Principal, Class-I (Gazetted) on regular basis at College of Pharmaceutical Sciences Jogindernagar, Distt. Mandi.	<b>No. of Post = 01(UR)</b>
<b><u>ESSENTIAL QUALIFICATION(s):-</u></b>	
(i) Post Graduate Degree in Ayurveda Sciences in any one subject of Ayurveda i.e. Kayachikitsa, Shalya Tantra, Shalkya Tantra, Samhita & basic principles, Prasuti Tantra & Stri Roga, Ras Shastra & Bhaishjya Kalpna, Dravyaguna Vigyana, Sharir Kriya, Sharir Rachana, Rog Nidan, Swastha Vrita, Agad Tantra, Panchkarma and Kumar Bharitya etc. from any recognized University established by law or the degree recognized by CCIM/H.P Government. However, Ph.D Degree in Ayurveda Sciences in any one subject of Ayurveda mentioned above from any recognized University established by law or the degree recognized by CCIM/H.P. Government shall be given preference.	
(ii) At least 15 years teaching experience in a recognized Ayurveda College after acquiring Post Graduate degree in Ayurveda Sciences in any one subject of Ayurveda.	
<b><u>DESIRABLE QUALIFICATION:-</u></b>	
Knowledge of customs /manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	
Pay band: ₹ 15600-39100/-+ ₹ 7800/- (Grade Pay)	
AGE: 45 years and below.	
<b>Item No. (II) B: Department of Ayurveda, H.P.</b>	
Name of the post:- Professor (Ras-Shastra) Class-I (Gazetted) on regular basis in Rajiv Gandhi Govt. Post Graduate Ayurvedic College, Paprola Distt. Kangra, H.P.	<b>No. of Post = 01(UR)</b>
<b><u>a) Essential Qualification:-</u></b>	
(i) Bachelor Degree in Ayurveda from a recognized University or Council of Indian System of Medicine established by law or from an Ayurvedic, College recognized by the Government.	
(ii) Post Graduate Degree in particular branch of specialty from any recognized University established by law or the degree recognized by CCIM or H.P. Government; and	
(iii) Should have studied Sanskrit as one of the subjects in the course of Bachelor Degree in Ayurveda.	
(iv) Teaching experience of 15 years after doing post-graduation out of which 6 years as Reader in the concerned subject.	
<b><u>b) Desirable Qualification:-</u></b>	
(i) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.	
Pay band: ₹ 15600-39100/-+ ₹ 7800/- (Grade Pay)	
AGE: 45 years and below.	

**HOW TO APPLY:-**

Detailed instructions for filling up Online Applications / O.T.R.S. are available on the above mentioned website.

- a) Desirous/ eligible candidates should apply online through OTRS portal on the official website of the Commission. Applications received through any other mode would not be accepted.
- b) The desirous & eligible candidates may visit the official website of the Commission (<http://www.hppsc.hp.gov.in/hppsc>) and click the link “Instruction guide for applying for One Time Registration System” on the Home Page for getting acquainted with the process of registration & filling up of online application form. After having gone through these instructions they will click the link ‘One Time Registration System’ (OTRS) on the Home Page and proceed as per instructions given for generating their own profile. After the creation of the profile, the candidate should submit his / her online application by clicking on the “Online Application” and then follow the instructions thereof.

**EXAMINATION FEES:-**

The detail of fee for respective categories is as under:-

<b>Sr. No.</b>	<b>Category</b>	<b>Examination Fees</b>
1.	<b>General Category</b> {including General Physically Disabled, i.e. Orthopedically disabled, Deaf & Dumb, Hearing impaired/ W.F.F. of HP/ Ex-Servicemen of HP relieved from Defence Services on their own request before completion of normal tenure, General wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM of H.P. and candidates of other states (including reserved category candidates of other states)}	₹ 400/-
2.	<b>S.C. of H.P. /S.T. of H.P. /O.B.C./BPL of H.P.</b> (including S.C. /S.T. /O.B.C. Ex-Servicemen of H.P. relieved from Defence Services on their own requests before completion of normal tenure and SC/ ST/ OBC wards of Ex-SM of H.P., i.e. Dependent sons, daughters and wives of Ex-SM).	₹ 100/-
3.	<b>Ex-Servicemen of H.P.</b> (Ex-Servicemen, who are relieved from Defence Services after completion of normal tenure)/ <b>Blind/Visually Impaired of H.P.</b>	No Fee

**Mode of Payment:-**

The desirous & eligible candidates shall pay the examination fee fixed category-wise online by debit / credit card or internet banking through “e-Payment Gateway”, as the case may be, on or before the prescribed closing date for submission of online applications through OTRS portal.

While making payment through “e-Payment Gateway” the candidate(s) shall pay the fixed amount through Debit or Credit Card only after accepting the “Terms and Conditions to apply online”. Fee once paid shall not be refunded.

**FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-**

In case of any guidance/ information/ clarification regarding Online Applications / O.T.R.S., candidates can contact HPPSC’s Reception Counter in person or on **Toll Free No. 1800-180-8004 or Ph. No. 0177-2629738** on any working day between 10:00 A.M. to 05:00 P.M. Queries related to online applications/ OTRS can also be mailed by the candidates on e-mail ID [hppscotr@gmail.com](mailto:hppscotr@gmail.com).

**ADMISSION/ REJECTION:-**

The candidates are required to upload their requisite documents in support of their eligibility as per essential qualification(s) for the concerned post(s). The requisite documents uploaded by the candidates, will be scrutinized and list of candidates proposed to be rejected will be uploaded on the website of the Commission for information of all concerned. Besides, concerned candidates will be informed through e-mail(s) and SMSes. No separate intimation in this regard will be sent by post.

The provisionally rejected candidate(s) will be allowed **07 (seven) days** time for uploading his / her / their representations, if any, along with documents in support of their eligibility on OTRS portal against the proposed rejection. However, the final rejection shall be approved by the Commission and the list of such rejected candidates shall be uploaded on the official website of the Commission and also the status of rejected candidates shall be uploaded individually against their USER ID by the Computer Cell / Service Provider. SMS alert / e-mail shall also be sent to such candidates who submit their mobile numbers and e-Mail addresses, by the Computer Cell / Service Provider. No examination fee will be refunded to the candidates whose applications are rejected by the Commission for any reason(s).

**Candidates are advised to visit the Commission’s website from time to time for updates in their own interest.**

**e- Admission Certificate(s):**

No Admission Certificate(s) will be sent by post and provisionally admitted candidates will have to download their respective e-Admission Certificate along with instructions for the concerned post(s) from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) earlier created by the candidates to log in to download their respective e-Admission Certificate(s). The provisionally admitted candidates will have to paste a passport size photograph duly self attested / attested by a Gazetted Officer on the space provided on the downloaded e-Admission Certificate(s), failing which he/she will not be allowed to appear in the Screening Test/ Examination, in any condition/ circumstances, whatsoever.

**SUBMISSION OF CERTIFICATES/ DOCUMENTS:-**

- ✓ THE CANDIDATES WILL HAVE TO UPLOAD THE REQUISITE DOCUMENTS/ CERTIFICATES, i.e. ESSENTIAL QUALIFICATION(S), AGE, EXPERIENCE AND CATEGORY IN SUPPORT OF THEIR ELIGIBILITY ON THE OTRS PORTAL FOR THE CONCERNED POST, FAILING WHICH THEIR CANDIDATURE WILL STAND CANCELLED.
- ✓ Furnishing of false information or suppression of any material fact(s) in the Online Application form(s) would entail disqualification of the candidate and he / she will be disqualified from appearing for recruitment to any post to be advertised by this Commission for a period of three years from the date of submission of application by such candidate(s).
- ✓ The detailed particulars of such candidates will be uploaded on the website of the Commission to blacklist such debarred candidates.

**Note:** Original certificates will have to be produced at the time of personality test. If any, if their claim is found to be incorrect; besides rejection they may render themselves liable to disciplinary action by the Commission.

**CATEGORY CLAIMS:-**

The category of the candidate claimed in the profile before he / she applies for the post shall be treated as final. In case his / her category undergoes a change before the prescribed closing date for submission of online application through OTRS then the candidate shall have to cancel his / her previous application and apply afresh under the category which he / she intends to claim after updating category in his / her profile. In such a situation the fee deposited by the candidate earlier shall stand forfeited and he / she shall have to deposit fresh fee as is applicable for the category claimed by him / her. However, in case of change of category which is beyond the control of the candidates, the Commission may consider such cases on case to case basis subject to submission of documentary proof by the candidates. Such claims shall be entertained on or before the conduct of screening test / written examination or 07 (seven) days before the personality test in case there is no screening test (Computer Based Test (CBT) or Offline Test) / preliminary examination, as the case may be.

The statutory certificates like bonafide Himachali, S.C., S.T., W.F.F. & legal heir issued on parental basis on the prescribed format are of permanent nature and are acceptable to the Commission. However, the certificate of O.B.C. also issued on parental basis on the prescribed format by the competent authority to be valid for the relevant term of the financial year & covering the prescribed closing date for submission of online application through OTRS, alongwith self certificate / undertaking stating that his / her status has not been changed and he / she is not excluded from the category of O.B.C. on account of being covered under Creamy Layer will have to be submitted by the candidate to the Commission on the day of personality test.

**1. EX-SERVICEMEN OF HIMACHAL PRADESH:-**

The candidates belonging to Ex-Servicemen of Himachal Pradesh will have to furnish Discharge Certificate and full detail in respect of their P.P.O. No., Rank, and date of retirement from the Defence Services to claim the benefit of reservation for the category of Ex-Serviceman of Himachal Pradesh.

**2. WARDS OF EX-SERVICEMEN OF HIMACHAL PRADESH, i.e. DEPENDENT SONS, DAUGHTERS AND WIVES OF EX-SM OF H.P.):-**

Dependent sons, daughters & wives of Ex-Servicemen of Himachal Pradesh (Wards of Ex-Servicemen of Himachal Pradesh) may apply against the posts specifically reserved for Wards of Ex-Servicemen category (i.e. Dependent sons, daughters and wives) and not against the posts reserved for Ex-Servicemen of H.P. in order to avoid rejection of their candidature at any later stage for the concerned post(s). Candidates belonging to Wards of Ex-SM category will have to submit a Dependent Certificate issued by the competent authority and a latest affidavit duly attested by the authority authorized under the Indian Oath Act to the effect that no person in the family has been rehabilitated through employment against the posts reserved for Ex-Servicemen with the H.P. Govt./ Corporation/ Board/ Autonomous Body of H.P. as well as Central and other State/ Union Territory Government or PSU/ Autonomous Body / Banks etc. under the control of the said Central or other State / Union Territory Government. The daughters of Ex-Servicemen will also have to submit an undertaking to the effect that she is un-married and dependent upon her father in support of her category claim on the day of personality test.

**3. OBC of H.P. (OTHER BACKWARD CLASSES OF HIMACHAL PRADESH):-**

The candidates belonging to OBC of H.P. category must produce OBC certificate(s) on the prescribed format valid till the relevant term of the Financial Year (i.e. 1<sup>st</sup> April to 31<sup>st</sup> March) as notified by the Government of Himachal Pradesh (in the Department of Revenue) in Rajpatra dated 09<sup>th</sup> January, 2012. Candidates must have a valid OBC Certificate covering the entire period from last date of submission of online applications till date of personality test along with an undertaking that his / her status as OBC has not been changed and he / she has not been excluded from the category of O.B.C. of H.P. on account of being covered under creamy layer.

**4. WFF OF H.P. (WARDS OF FREEDOM FIGHTERS OF HIMACHAL PRADESH):-**

For the posts reserved for Wards of Freedom Fighters of Himachal Pradesh (WFF of H.P.), sons/ grandsons/ daughters/ grand daughters of Freedom Fighters of Himachal Pradesh, who have been appointed on regular basis as well as married daughters/ grand daughters shall not be entitled for the benefits of reservation provided to the wards of Freedom fighters in Government services, against the identical posts in the same scale. The employed children/ grand children and married daughters/ grand daughters of Freedom Fighters will be deemed to have been excluded from the definition of Ward of Freedom Fighter for the purpose to this extent. The children/ grand children of Freedom fighters of Himachal Pradesh, who have been appointed in Govt. / Semi Govt. or Private Sector etc. services against the post(s) reserved for the wards of Freedom Fighters on regular basis will remain entitled to compete for higher rank/ grade posts/ services on the basis of reservation earmarked to the wards of Freedom Fighters of Himachal Pradesh. The un-married daughters/ grand daughters will have to submit an affidavit being spinster (un-married) in support of their claim(s) issued by the authority authorized under the Indian Oath Act. Otherwise such candidates will be rejected straightway.

**ELIGIBILITY CONDITIONS:-**

- (i) The date of determining the eligibility of all candidates in terms of essential qualification(s), experience etc., if any, shall be reckoned as on the closing date, 28<sup>th</sup> Dec., 2018 for submission of Online Applications through OTRS portal.



- (ii) If no post is reserved for a particular reserved category falling under vertical reservation, then such candidates can be considered against General / UR category, provided such candidates will have to fulfill the criteria, i.e. age limit, experience, qualification etc., which are applicable to General category candidates. In other words, when a relaxed standard is applied in selecting SC/ ST/ OBC candidate, for example in the age limit, experience, qualification etc. then such candidates would be deemed as unavailable for consideration against unreserved vacancies in accordance with the instructions of the Government (in the Department of Personnel) issued vide letter No. PER (AP)-C-F (1)-2/2001 dated 12<sup>th</sup> November, 2014.
- (iii) For recruitment to the post(s) to be filled up on the basis of experience, it will be necessary for the candidates to have the required experience for determining his/ her eligibility after acquiring the requisite essential educational qualification(s).
- (iv) The decision of the Commission regarding eligibility etc. of a candidate for admission to Personality Test or selection will be final and no correspondence / personal enquiries will be entertained.
- (v) Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date, shall be on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate/degree shall be taken as date of acquiring essential educational qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of personality test(s).
- (vi) In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the candidature/Online Application is liable to be rejected.

**AGE:-** As mentioned against each post.

**Clarification:-**

- (i) Five years relaxation in upper age limit is admissible only to the bonafide SC of H.P. / ST of H.P. / OBC of H.P. /WFF of H.P. / Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-Servicemen of H.P.; age relaxation is as per Government's instructions issued from time to time.

**(ii) Age of a candidate shall be reckoned as on 01.01.2018.**

**SCREENING TEST/ EXAMINATION/ PERSONALITY TEST/ FINAL SELECTION:-**

- 1 (i) In cases where the number of eligible candidates for recruitment to the post(s) advertised by the Commission is inordinately large, the Commission may limit / shortlist the number of eligible candidates to be called for personality test(s) by subjecting them to either Computer based Screening Test (objective-type) or Offline Screening Test (objective / descriptive) of two hours duration. Marks obtained in the Screening Test are only meant to short list the number of candidates for personality test(s) and are in no way to be presumed by the candidates as being their merit for final selection. **Minimum pass marks in Computer Based Test / Offline Test (objective or descriptive) are 25% for the**

**candidates of General category and 20% for the candidates of reserved categories.**

Any correlation drawn by the candidates between their score in the Screening Test and final merit at a later stage is completely unwarranted. No representation(s) shall be entertained in this regard. Final selection of a candidate will be made solely on the basis of his/ her performance in the Personality Test, which will be of maximum 100 marks. The minimum pass marks in personality test are 45 for the candidates of general category and 35 marks for the candidates of reserved categories.

- (ii) (a) Where selection is to be made on the basis of performance of the candidates having qualified the Computer Based Test / Offline Test (objective or descriptive), before the Personality Test Board, a candidate scoring more marks in the Personality Test shall be placed above the candidate scoring lesser marks in the Personality Test. If the candidates will score equal marks in the Personality Test, then a candidate securing more marks in the Computer Based Test / Offline Test (objective or descriptive) will be placed above the candidate securing lesser marks in the Computer Based Test / Offline Test (objective / descriptive). In case the marks of Computer Based Test / Offline Test (objective or descriptive) are equal then the candidate who is senior in age will be placed above the candidate junior in age.
- (b) Where selection is to be made purely on the basis of performance of the candidates before the Personality Test Board, a candidate scoring more marks in the Personality Test shall be placed above the candidate scoring lesser marks in the Personality Test. If the candidates will score equal marks in the Personality Test, then a candidate who is senior in age will be placed above the candidate junior in age.
- (iii) In the Computer Based Test (CBT) (objective type) there will be 100 questions of 01 mark each on the basis of syllabus to be approved by the Commission for the test. Each question will be followed by four (a, b, c, d) answer options. The candidate will have to click on the circle adjacent to the option he / she think is correct. The key of CBT (objective type) shall be uploaded online on the 'MY EXAMINATION MY ONLINE REVIEW' in the User ID of the concerned candidates immediately after the conduct of computer based test for calling objections against the answer key, if any. Three days time from the day of publishing the key (day of publishing the key plus 3 (three) days upto 11.59 P.M. of the last date of receipt of objections after which the link will be disabled) shall be given for inviting objections in the key which shall be submitted only in online mode. Objection(s) submitted in any other mode will not be entertained. The objections, if any, will be got verified from the concerned Subject Expert / Paper Setter and, if found correct, a revised key of that screening test shall be prepared. After finalization of answer key category-wise zone of consideration in the ratio of 1:6 + 3 i.e. six times plus three the number of post(s) advertised will be prepared on the basis of performance of the candidates in the Computer Based Test (objective type) to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the OTRS portal. In case the number of candidate(s) to be declared qualified for personality test fall(s) below the prescribed ratio i.e. six candidates for a single post and three candidates for every subsequent post then to meet this shortfall an additional zone of consideration as per requirement shall be prepared. The final / revised answer key alongwith question paper

shall be uploaded on the website of the Commission immediately after the declaration of the result of CBT .

- (iv) In the Offline Test (objective type) there will be 100 questions of 01 mark each on the basis of syllabus to be approved by the Commission for the test. Each question will be followed by four (a, b, c, d) answer options. The candidate will have to encircle / blacken the option he / she thinks is right / correct on the OMR answer sheet. The key of Offline Test (objective type) shall be uploaded on the official website immediately after the conduct of test for inviting objections, if any, from the candidates. Seven days time (day of publishing the key plus seven days upto 05.00 P.M. of the prescribed last date of receipt of objections) shall be given for inviting objections, if any, against the provisional key. The objections, if any, will be got verified from the concerned Subject Expert / Paper Setter and, if found correct, a revised key of that Screening Test shall be prepared. After finalization of answer key, the OMR answer sheets of the candidates who appeared in the Screening Test shall be scanned in the OMR Scanner and evaluated by using the final / revised answer key to prepare a category-wise zone of consideration in the ratio of 1:6 + 3 i.e. six times plus three in proportion to the number of post(s) advertised on the basis of performance of the candidates in the Screening Test, to check their eligibility by the Branch responsible for making direct recruitment on the basis of documents uploaded by them on the OTRS portal. In case the number of candidate(s) to be declared qualified for personality test fall(s) below the prescribed ratio i.e. six candidates for a single post and three candidates for every subsequent post then to meet this shortfall an additional zone of consideration as per requirement shall be prepared. The final / revised answer key shall be uploaded on the website of the Commission immediately after the declaration of result of screening Test.
- (v) There will be negative marking for incorrect answers (as detailed below) for all questions:-
- a. There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
  - b. If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question.
  - c. If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.
  - d. Where there will be two correct answers instead of one correct answer out of four options of a question, all those candidates who will click / encode any one of these two correct answers will be awarded marks allotted to that question.
2. (i) The result of the candidate shall be made available on the website of the Commission after the recommendation has been sent to the Administrative Department concerned. It shall be made in the format (a) marks obtained in each paper of the written examination/screening test by the candidate (b) cut off percentage or cut off marks and (c) marks obtained by the candidate in the Personality Test. This information can be viewed by the candidate

concerned by opening his/her log in/user ID. Besides this no other information shall be made available either by means of a hard copy or soft copy.

- (ii) For more information of candidates, HPPSC (Procedure & Transaction of Business and Procedure for the Conduct of Examinations, Screening Tests & Interviews etc.) Rules, 2018 is available on Commission's website.
- (iii) The eligibility of candidate(s) called for the personality test will be determined on the basis of original documents produced on the day of personality test and the Commission will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the appointing authority. As such, admission to the screening test/examination/ personality test shall be purely provisional.
- (iv) Summoning of the candidate(s) for Personality Test; conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the appropriate appointing authority.
- (v) If any person with disability requires scribe/ reader, having disability of 40% or more, he / she has to request for the same in writing to the Commission alongwith copy of disability certificate issued by the competent authority at least seven days prior to the screening test for the concerned post. Such applications will be entertained on merit and as per rules.
- (vi) Re-checking/ re-evaluation, for the written examination(s)/ Screening Tests will not be allowed in any case.
- (vii) Disputes, if any, shall be subject to Court jurisdiction at Shimla.

**OTHER CONDITIONS:-**

1. All candidates, whether in Government Service or Government owned Industrial or Public Enterprises or other similar organizations or in private employment should submit their applications online directly to the Commission. Persons already in regular Government service, whether in a permanent or temporary capacity are required to submit a declaration that they have informed in writing to their Head of Office/ Department that they have applied for a particular post. In case, a communication is received from their employer by the Commission withholding permission to any candidate applying for/ appearing for the examination, his/her application(s) will be liable to be rejected.
2. Contract/Casual/ adhoc / daily rated/ work charged employees do not need to produce NOC from the concerned employer.
3. In Government service (regular service) candidates may apply to the Commission along with requisite examination fees with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be interviewed unless he/she produces NOC from the concerned employer.
4. It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application; comes to the notice at any time during the service of a person, his service would be liable to be terminated.

5. The candidates applying for the post(s) should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of screening test/ examination for which they are admitted by the Commission, viz., written examination and Personality Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination or personality test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the concerned examination will be cancelled by the Commission.
6. Candidate, who is or has been declared by the Commission to be guilty of:-
- (a) Obtaining support for his/her candidature by the following means, namely:-
    - offering illegal gratification to, or
    - applying pressure on, or
    - blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
  - (b) impersonating, or
  - (c) procuring impersonation by any person, or
  - (d) submitting fabricated documents or documents which have been tampered with, or
  - (e) making statements which are incorrect or false or suppressing material information, or
  - (f) resorting to the following means in connection with his/her candidature for the examination, namely:-
    - obtaining copy of question paper through improper means,
    - finding out the particulars of the persons connected with secret work relating to the examination,
    - influencing the examiners, or
  - (g) using unfair means during the examination, or
  - (h) writing obscene matter or drawing obscene sketches in the scripts, or
  - (i) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating disorderly scene and the like, or
  - (j) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations, or
  - (k) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
  - (l) violating any of the instructions issued to candidates along with their admission certificates permitting them to take the examination, or
  - (m) attempting to commit or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable:-

to be disqualified by the Commission from the examination for which he/she is a candidate and/or

- (n) to be debarred either permanently or for as specified period:-
    - by the Commission from any examination or selection held by them.
    - by the Central Government from any employment under them, and
  - (o) if he/she is already in service under Government to disciplinary action under the appropriate Rules. Provided that no penalty under these Rules shall be imposed except after:-
    - giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
    - taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.
7. The centres of holding the examination(s) are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examination centre(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different centre to a candidate when circumstances so warrant.

#### **CHECK LIST:**

#### **VERIFY THE FOLLOWING BEFORE SUBMITTING THE ONLINE APPLICATION OR DOCUMENTS/ CERTIFICATES:-**

- a) That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for personality test.
- b) That the following documents/ certificates are to be submitted in support of claims made/ information given in the Online Application:-
  - i) Degree/ Diploma certificates along with Marks Sheets of all years in support of Educational Qualifications. The provisional certificate(s) along with marks sheets of all semesters/ years.
  - ii) Matriculation certificate for age proof.
  - iii) Experience certificate(s) wherever required.
  - iv) Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the authority (with number & date) under which it has been so treated.

#### **DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(s):**

No candidate will be eligible for admission to the examination:-

- a. If he/ she has been dismissed from any previous Govt./ Semi Govt. service;
- b. If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred / disqualified from appearing in any examination or selection;
- c. If he / she is found either directly or indirectly influencing the selection process in any manner; or
- d. If he / she is an un-discharged insolvent.

**Abbreviations:**

H.P: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P, ST: Scheduled Tribes of H.P, OBC: Other Backward Classes of H.P as declared by the Govt. of H.P from time to time, Ex-SM: Ex-Servicemen of H.P., WFF: Wards of Freedom Fighters of H.P, Wards of Ex-SM: Dependent sons, daughters and wives of Ex-SM of H.P., PWDs: Persons with disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired and EQ: Essential qualification(s).

(H.S. Choudhary) IAS,  
Secretary,  
H.P. Public Service Commission  
Ph. No. 0177-2624313/ 2629739

Endst. No. 3-1/2018-PSC (R-I)      Dated: Shimla-171002, the      8<sup>th</sup> Dec., 2018  
Copy forwarded to:-

1. Deputy Secretary, HPPSC.
2. Under Secretary-I, II & III, HPPSC.
3. Senior Private Secretary to Chairman, HPPSC.
4. All Section Officers in H.P. Public Service Commission.
5. P.S. to Secretary, HPPSC.
6. Computer Programmer, HPPSC for uploading on Commission's website.
7. P.As to Member-I, Member-II, Member-III and Member-IV, HPPSC.
8. P.A. to Joint Secretary, HPPSC.
9. Research Officer and P.P.O., HPPSC.
10. Receptionist, HPPSC for displaying on the Notice Board of this office.

Section Officer (R-I),  
H.P. Public Service Commission